

## MINUTES OF THE BOARD OF SELECTMEN'S MEETING

Town of Charlemont  
Goodnow Town Hall

October 17, 2016

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The meeting was convened at 7:05 P.M. by Chairman Beth Bandy. Selectmen Sarah Reynolds and Toby Gould, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve: payroll; KP Law statement #109386; Small Bridges application; Fire Department position descriptions and policies; Fire Dept. to purchase windows for the Fire Station; Mohawk School District vocational/technical transportation bill.
2. In the future, the Mohawk School District vocational/technical transportation bills will be immediately processed for payment by the Executive Secretary, with the Selectmen acknowledging the bill during their next scheduled meeting.
3. The Board discussed ACO fines for dog roaming complaints and sightings. Ms S Reynolds would like clarification if the ACO is a witness to the complaints and sightings or if the fines are written based on complaints.
4. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve and sign: 9-15-16 and 9-19-16 meeting minutes; vendor warrants; November 8th election warrants; a letter requesting use of the Main Street Tree funds; one- day liquor licenses for the Academy at Charlemont and Berkshire East (Ms S Reynolds recused herself from this vote); a bill schedule for Police and Fire Department's use of fuel; Chapter 90 request forms.
5. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to acknowledge: KP Law rate increase notice; MassDOT's Main Street project design public hearing invitation; Inspector General's procurement bulletin; Animal Inspectors certificate of appointment; Bulky Waste Day flyer; Assessment/Classification report for FY17; Accountant's monthly reports; Flood Inundation Maps for Charlemont; MA DEP recycling dividends program grant funds; Franklin County Solid Waste District meeting minutes; Proof of remittance for Community Compact Cabinet IT grant award; Invitation to attend Innovations for Rural Living; Franklin Regional Planning Board meeting materials; Proof of early voting grant award.
6. The Town received an offer from Todd Gerry to mow for free the Town Hall lawn when his property next door is mowed. Mr. Gould explained to Town Hall Custodian Russell Kelly that he will be given other reasonable duties at the Town Hall to make up the hours he will be losing if the Town accepts the offer. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to accept the offer from Todd Gerry.
7. The Board discussed contracting with Roundabout Books for a book drop at the Transfer Station. Transfer Station attendant Russell Kelly stated that he would like to dispose of old books but does not want to be charged for a container. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to enter into a contract with Roundabout Books for a book container at the Transfer Station.
8. It was agreed that the Selectmen have been getting feedback regarding the lack of communication with the public. Both the Google and the Website Calendar will contain

the same information. Departments will be asked to update their meeting dates on the website in a timely fashion. The Board will place any road closures on Annual Town Meeting warrants with an info session to be held ahead of the Town Meeting. A 2 sided, one page, newsletter will be created. One side will be a Town calendar that holds all the meeting and events scheduled for the month. The second side of the newsletter will list what is happening in Town government such as Town Hall closings, elections & Town Meetings, grants awarded and applied, large project updates, bridge updates, new contact information, etc. The newsletter will be distributed the last Wednesday of each month with the future month's news. Distribution will include the Post Office and the Transfer Station. The November newsletter will be prepared and distributed October 26th.

9. Ms S Reynolds stated that new contact information for the Tree Warden has been submitted and needs to be changed on the Town website.
10. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to grant Town employees Friday, November 25, 2016 a paid holiday.
11. The Board reviewed a list of Town property to be offered for auction. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to deem the items obsolete and approved the items for auction. The Selectmen will receive, open, and award the auction bids at 3:00 P.M. on October 29th
12. The Police trailer is currently stored behind the Fire Station. The Board unanimously voted to authorize the Police Department to store and secure the trailer on the Fairgrounds so it is available for use in case of an emergency event.
13. Ms S Reynolds reported that the ERC has a meeting on October 18th and a continued hearing on November 1st.
14. Ms S Reynolds reported that the owners of the gravel pit behind the Fairgrounds will require permission from the Town (Selectmen) and Park Commissioners to use the fairground property as a right of way to their gravel pit. The ERC will send Town Council's recommendations to the Selectmen for this permitted right of way.
15. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to apply for the efficiency and regionalization Community Compact Cabinet year 2 grant.
16. The Board will discuss posting the Accountant's month end reports to the Town website during their meeting on October 31st.
17. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve the Town Administrator to attend the Mass. Municipal Managers' Assoc. Fall Conference Friday November 18th session.
18. Ms S Reynolds reported that the Highway Department has found a used truck with a sander and plow to purchase, but will need a check in hand when the vehicle is picked up and permission to purchase from the Board. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to grant the Highway Department permission to purchase up to \$5,000 this vehicle. The Accountant will issue a check for this purchase.
19. John Hoffman, Agriculture Commission, requested the Board to appoint Erwin D Reynolds to the Agriculture Commission. The Board unanimously voted, Ms Bandy -

- yes, Ms S Reynolds - yes, Mr. Gould - yes, to appoint Erwin D Reynolds to the Agriculture Commission. Mr. Reynolds was qualified for office.
20. Discussion regarding appointing an Inspector for large animals was held until a later meeting.
  21. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve and sign the Franklin Regional Council of Governments and Gill Engineering procurement contracts.
  22. Discontinuing Roads-discussion on the next steps following the October 12 Special Town Meeting was deferred to the October 31st meeting.
  23. Mr. Gould stated that 2 Post Office boxes held by Town departments have been eliminated.
  24. Mr. Gould will discuss the purchase of a runner for the Town Hall hallway with Custodian Russell Kelly and report back during the October 31st meeting.
  25. Ms Bandy stated that the Selectmen need to respond to the abutter of the 279 Avery Brook Rd properties who has asked where the Selectmen stand regarding selling of these properties.
  26. The Board will discuss applying for the Mass. Historical Commission grant for the Town Hall during the October 31st meeting.
  27. The Board will discuss the over expenditure of the 3 Town Landfill account with the Finance Committee.
  28. The Board will discuss the use of the inside bulletin boards and their arrangement, during the October 31st meeting.
  29. Business being concluded, the Board adjourned the open meeting at 9:15 P.M. and unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to enter into executive session for exemption # 1) to approve previous executive session minutes; reason #2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; reason #7) to comply with the provisions of The Health Insurance Portability and Accountability Act of 1996 (HIPPA), and reason #3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, and not to return to an open meeting.

Respectfully submitted

Approved by:  
Charlemont Board of Selectmen

Kathy A. Reynolds  
Executive Secretary

This document is to be considered a draft until approved and signed by the Board of Selectmen.

Documents viewed by the Board

Payroll

KP Law statement #109386

Small Bridges application

Mohawk School District vocational/technical transportation bill

9-15-16 and 9-19-16 meeting minutes

vendor warrants

November 8th election warrants

a letter requesting use of the Main Street Tree funds

one- day liquor licenses for the Academy at Charlemont and Berkshire East

a bill schedule for Police and Fire Department's use of fuel

Chapter 90 request forms

KP Law rate increase notice

MassDOT's Main Street project design public hearing invitation

Inspector General's procurement bulletin

Animal Inspectors certificate of appointment

Bulky Waste Day flyer

Assessment/Classification report for FY17

Accountant's monthly reports

Flood Inundation Maps for Charlemont

MA DEP recycling dividends program grant funds

Franklin County Solid Waste District meeting minutes

Proof of remittance for Community Compact Cabinet IT grant award

Invitation to attend Innovations for Rural Living

Franklin Regional Planning Board meeting materials

Proof of early voting grant award

Roundabout Books book drop contract

List of obsolete Town property

Community Compact Cabinet grant application

Mass. Municipal Managers' Assoc. Fall Conference information

Franklin Regional Council of Governments and Gill Engineering procurement contracts

Mass. Historical Commission grant information